

Position Title: Coordinator, Off-Campus, International and Advising (Temporary)

Department: Office of Student and Academic Services

Affiliation: Temporary (6 months)

Salary: To commensurate based on qualifications and experience

Hours of Work: Regular Full-time. 35 hours per week.

8:30 a.m. to 4:30 p.m., Monday to Friday. Some evening and weekend work may be required.

POSITION SUMMARY

Reporting to the Associate Vice President Student Experience and Registrar, the Coordinator, Off-Campus, International and Advising (Temporary), is responsible for coordinating the efficient operation of the Off-Campus Study program (including internships, practica and related registrarial duties) international student support; and student advising functions in the Office of Student Experience.

SPECIFICATIONS

- Act as primary administrative contact for NSCAD's Off-Campus Study Program both to members of the NSCAD community and to our partner institutions.
- Advise NSCAD students regarding opportunities for internships and practica.
- Liaise with the Office of Admissions and Enrolment Services for incoming conditionally accepted ESL students.
- Advise international students regarding access to the services of NSCAD University and the greater Halifax and Nova Scotia community, including international student health insurance, language requirements and programs, acclimatization and orientation, accessing immigration and visa information, funding and employment opportunities, and other services.
- Assists the Office of Admissions and Enrolment Services in the dissemination of information and advice to new international students.
- Provide advice on all programs and services available to students to aid in the successful matriculation from new student to graduate.
- Coordinate internship and practica opportunities as a liaison between industry and NSCAD, assist students with applications for placement and, upon approval by the VP Academic and Research, registers the students in appropriate courses.
- Provides academic advice for first-year undergraduate students and assists with course registration when necessary.

REQUIREMENTS

Undergraduate Degree combined with a minimum of three (3) years related experience (or an equivalent combination of training and experience) is required. Experience and demonstrated proficiency in the use of Microsoft Office required.. Strong interpersonal skills and an ability to communicate cooperatively with students, staff, faculty and the public is required. Excellent organizational skills and the ability to work independently, meet deadlines and provide information accurately and quickly upon request alongside the ability to engage with a wide range of people with active listening skills and empathy is required. Previous experience working with a student information system (Banner, Datatel, PeopleSoft, etc.) or similar database is a strong asset

APPLICATION PROCESS

Applications should be sent to Human Resources via email to careers@nscad.ca. Applications should include a cover letter and detailed CV. The University may consider internal secondments for this opportunity.

Deadline for applications: Wednesday, August 21, 2019

All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents of Canada will be given priority in this search. NSCAD University is committed to employment equity and values a diverse and inclusive workplace.